



1TGU-UI-14-CR

DATE: February 12, 2002

SESA ISSUANCE NO: 02-14

SUBJECT: Submittal of Cases for Annual Review of States' UI Appeals
Quarterly Self-Evaluations

1. **Purpose.** To transmit instructions for submittal of case material for the annual review of States' UI appeals quarterly self-evaluations.

2. **Background.** It is time to begin the preparation for the annual review of the states' UI appeals quarterly self-evaluations. The first step in that process is for the states to send their sub-sample to the national office.

The software needed to draw the sub-samples of the states' quarterly appeals quality evaluations for the annual review has been utilized this year, and the methodology described on page 6 of ET Handbook 382, Second edition, will be used. States have been notified of the specific cases to be included in the sub-sample forwarded to Washington, DC for the annual review.

3. **Action Requested.** Managers of lower level appeals are requested to use the attached procedures to prepare and mail their cases. These cases should then be forwarded to the national office for review. Materials should be forwarded to arrive no later than March 29, 2002.

4. **Inquiries.** Questions concerning this Issuance may be directed to Christina Randolph of this office at (617) 565-2227.

A handwritten signature in black ink, reading "Joseph F. Stoltz".

Joseph F. Stoltz
Regional Director
for Workforce Security

Attachment

Case Preparation and Mailing Checklist

Overview - The **copies not the originals** of the case materials for each of the subsample cases **selected** should be assembled and sent to the following address to **arrive** no later than March 29, 2002:

**U.S. Department of Labor
Office of Workforce Security, Room S-4231
ATTN: Appeals Review
200 Constitution Avenue, N.W.
Washington, D.C. 20210**

Each case sent should include copies or facsimiles of any materials, **documents, printouts,**and/or information routinely sent to the parties to an appeal, from the time the appeal is filed through and including the time the decision is mailed. In addition, copies of the following materials should be included:

- 1) the determination that was appealed,
- 2) the appeal (form, letter, etc),
- 3) the notice of hearing,
- 4) the tape recording of the hearing (care should be taken to ensure that the copied tape is rewound to the beginning, is an accurate and complete copy and that there is only one hearing on each copied tape),
- 5) all exhibits introduced at the hearing,
- 6) the hearing officer's decision, and
- 7) the score sheet completed by the State evaluator.

The materials for each case should be placed **contained** in a separate envelope or other suitable package. **All the envelopes or packages should be placed and shipped in one box, if possible. If more than one box is used please mark the boxes as 1 of 2, etc. Due to possible rough handling of packages during shipping, all materials should be sent in a sturdy box and secured so that the tapes and materials are not damaged.**

Copies of any State statute, court decision or regulation which may require deviation from the criteria in Handbook 382 should be included **with the materials sent** so the review panel will be aware of the reasons for any State specific procedures or practices.

SPECIAL NOTE ABOUT RETURN OF MATERIALS AFTER THE REVIEW

AFTER THE REVIEW IS COMPLETED, THE CASE MATERIALS WILL BE PROPERLY DESTROYED BY THE NATIONAL OFFICE. THE REVIEW MATERIALS WILL NOT BE RETURNED UNLESS A STATE AGENCY REQUESTS THE RETURN OF THE ITEMS IN WRITING WITH MAILING INSTRUCTIONS AND PROVIDES A SELF-ADDRESSED SHIPPING LABEL.

States should also send a self-addressed 9" X 12" envelope, which will be used to mail the review panel's score sheets to the state appeals unit after the review has been completed.

Case Preparation and Mailing Checklist
(Large States that submit 20 case subsamples use 2 checklists)

TASK	COMPLETED									
	1	2	3	4	5	6	7	8	9	10
1. Correct number of cases selected for subsample.										
Copy of the determination appealed included.										
Copy of the appeal filed included.										
Copy of the notice of hearing included.										
5. Copy of the recording of the hearing included. SPECIAL NOTE: Be certain that the quality of the copy is as close as possible to the quality of the original and that the copy is complete. No more than one hearing on any tape. Number the sides of each tape and number the tapes if the hearing required multiple tapes. Each tape should be rewound to its starting point.										
1. Copies of all exhibits included.										
2. Copy of hearing officer's decision included.										
8. Copy of State evaluator's scoresheet included.										
<p style="text-align: center;"><u>SPECIAL NOTE ABOUT RETURN OF MATERIALS AFTER THE REVIEW</u></p> <p>9A. THE CASE MATERIALS SUBMITTED WILL NOT BE RETURNED UNLESS A SPECIFIC WRITTEN REQUEST AND A SELF- ADDRESSED SHIPPING LABEL IS INCLUDED WITH THE SAMPLE CASES.</p> <p>9B. Include a self-addressed 9" X 12" envelope, which will be used to mail the review panel's score sheets after the review has been completed.</p>										
1. Include the name and phone number of a person who can be contacted if questions about the subsample arise.										

NOTE: If any of the items required above is missing or unavailable please include a note that the item has not been sent. If a case was not evaluated in a quarterly self-evaluation, but is selected for the annual review subsample, copies of all of the available materials for that case should be included with the cases being sent for the annual review, along with a brief explanation as to why the case was not evaluated.